

SECRETARY'S ITEMS, cont'd

Union officials request to have some work done under C.W.A.

- 6. The officials of the M.S.C. Union, being anxious to have some work done in the Union Building under the C.W.A. projects, presented certain projects which they wished to have carried out. The President authorized the Secretary to make an investigation as to whether it could be done and an opinion was secured from Mr. Jennings of the firm of Shields, Silsbee, Ballard & Jennings and presented to the Board, which indicated that Civil Works projects could be done only on buildings which were tax supported. Consequently, the Union Board presented a formal petition to the State Board of Agriculture asking that the Board accept the surrender of the lease which would carry with it the title to the building, in the name of the State Board of Agriculture.

On motion of Mr. Daane, it was voted to refer this matter back to the Committee consisting of the President, Chairman of the Board and the Secretary.

MISCELLANEOUS REPORT

No report on securities in E. L. State Bank.

- 1. Report from Mr. Daane relative to college securities in the East Lansing State Bank. No report.

The meeting adjourned at 3:45.

*R. S. Shaw*  
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 President

*H. H. Halladay*  
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 Secretary

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Minutes of the Meeting of the State Board of Agriculture January 18, 1934

Present: Messrs. Brody, Chairman; Berkey, Daane, Downing, Halstead, President Shaw, Secretary Halladay; also Superintendent Voelker.

Hon. Charles E. Downing, from Willis and Hon. Benjamin H. Halstead from Petoskey replace Messrs. McColl and McPherson, respectively, beginning with this meeting.

Absent: Mrs. Wilson

The meeting was called to order at 10:40 A.M.

The minutes of the previous meeting were approved having been in the hands of the Board members.

RESIGNATIONS, APPOINTMENTS, AND LEAVES

- 1. Resignation of L. L. Drake, County Agricultural Agent in Otsego County, effective January 1, 1934.
- 2. Resignation of C. L. Burton, County Agricultural Agent in Clinton County, effective January 1, 1934.
- 3. Resignation of Harold D. Lakin, County Agent in Montmorency County, effective October 1, 1933. Mr. Lakin has been employed by the Federal Land Bank since that date.
- 4. Resignation of L. B. Thomas, County Agent of Lake County, effective October 1, 1933. Mr. Thomas was employed by the Federal Land Bank on that date.
- 5. Resignation of E. F. Twing, County Agricultural Agent of Mecosta County, effective January 1, 1934.
- 6. Transfer of B. E. Musgrave, County Agent of Kalkaska County, to the same position in Mecosta County, replacing Mr. Twing. Salary to be the same as that received in Kalkaska County, at the rate of \$1800 from Capper Ketcham funds and \$300 from State Offset funds.
- 7. Assignment of J. G. Hays, H. D. Hootman, D. H. LaVoi, and R. E. Decker to assist part-time with the corn-hog agricultural adjustment program. \$85.00 of the monthly salary of each is to be paid from Agricultural Adjustment Administration funds, and the salary from state extension funds reduced by the same amount.
- 8. Request for six months' leave of absence for R. H. Pettit, Professor of Entomology, because of illness. Recommended that leave with full pay be granted.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve the above resignations, appointments, and leave.

Resignations

Transfer of B.E. Musgrave

Hays, Hootman LaVoi and Decker to assist part-time Ag. Adjustment. Leave for Prof. Pettit

TRAVEL

- 1. L. G. Miller, Associate Professor of Mechanical Engineering, to the annual meeting of the American Society of Heating and Ventilating Engineers in New York, February 5th to 9th. Transportation requested.
- 2. Dr. C. H. Spurway to attend the annual meeting of the National Society of American Florists and Horticulturists in Rochester, New York, the latter part of March. Expenses for Dr. Spurway's recent trip to Boston, for which railway and pullman fares were allowed at the December meeting of the Board, were defrayed by the Association of Fertilizer Manufacturers. It has been requested that this allowance be extended to apply on the trip to Rochester.

Travel

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted to approve the travel requests.

MISCELLANEOUS

- 1. Recommendation of the Faculty that students carrying nine credits or less be exempt from the payment of student fees (\$6.45) except for the final term before graduation, with the fees optional in other terms. Recommended that this become effective at the beginning of the spring term.

Students carrying 9 credits or less to be exempted from payment of student fees except final term.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the above item.

- 2. Recommendation of the committee on the advisability of receiving high school students graduating at the end of January, as follows:

Recommendations of committee on advisability of receiving high school students graduating at end of Jan.

- 1. That such students be accepted and that the courses of study to be taken be English and Physical Education for all entrants, and any two of the following: History, Mathematics, or Chemistry. Each of the courses to be of three credits except Physical Education, which would be one credit. This would give such students 28 credits by June 15th.
- 2. That the courses begin February 5th and continue until the end of the school year; that such students pay one-half of the yearly fees, both college and student, in addition to the matriculation fee, and that these fees be paid one-half at the beginning of the work and one-half two weeks after the opening of the spring term.
- 3. That a committee of three be appointed to look after the details of this work.

Courses begin Feb. 5 and continue to end of school yr. Students pay 1/2 of yearly fees, etc.

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted to approve the above recommendation.

- 3. The Registrar presents for approval of graduation in June the names of the following students who completed graduation requirements at the close of the Fall Term 1933:

Candidates for degrees at close of fall term 1933 approved.

(Willen) Herman Johnson	Agriculture
Joseph Rudolph Hradel	Applied Science
Jean Captola Butler	Physical Education
Dale Edward Shearer	" "
Orvin Clarence Willis	Liberal Arts

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to approve item 3.

- 4. Recommendation of the Committee on Refunds that Louis F. Zarza's petition for exemption from payment of out-of-state tuition fees not be allowed.

Zarza's petition for exemption from out of state tuition app.

On motion of Mr. Halstead, seconded by Mr. Daane, it was voted to waive the requirement for the payment of the out-of-state tuition fee in the case of Mr. Zarza.

- 5. Recommendation of Dean Marie Dye that course and student fees be waived in the case of Adeline Olds, State Ward attending the Michigan State Public School at Coldwater.

Course and student fees to be waived in case of Adeline Olds.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve the above recommendation of Dean Dye.

- 6. Renewal of insurance policies held on the Kellogg Farm.

Property Custodian to bring in report re: insurance & policies we carry.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to have the Property Custodian bring in a report at the earliest possible date relative to the entire situation regarding property, and policies that we carry.

- 7. Cancellation and release certificates for bond covering Nellie M. Campbell as bookkeeper.

No release authorized in case of Miss Campbell's bond

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted that no release be authorized on certificates for bond covering Miss Nellie Campbell. It was also voted that all requests for releases for bonds come before the Board.

- 8. Recommendation of C. O. Wilkins that R. A. Whiting, now on salary payroll, be paid for overtime accounting work at the rate of forty cents an hour.

Payment for overtime app. for R.A. Whiting.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to approve the above recommendation.

January 18, 1934

Miscellaneous, cont

Budget app.  
for last half  
of fiscal  
year.

9. Approval of the budget for the last half of the fiscal year 1933-34.

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted that the budget be continued for the balance of the fiscal year, with the understanding that only necessary items be purchased until sufficient funds are provided to pay our obligations.

Michigan Press  
Association  
invited to  
hold their  
meeting here.

10. Request that an invitation be extended to the members of the Michigan Press Association to hold their meeting here on January 25th.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted that an invitation be extended to the members of the Michigan Press Association to hold their meeting here and to be guests of the College at a banquet to be given the evening of January 25th at the Union Building; amount to be paid out of the Contingent Fund.

Waiver of  
agreement  
from E.L.  
State Bank  
ref. to Mr.  
Wilkins and  
Mr. Daane

11. Waiver of agreement from the East Lansing State Bank relative to college funds now impounded.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to refer the above matter to Mr. Daane and Mr. Wilkins.

Opinion from  
attorneys re:  
military uni-  
form short-  
age.

12. The President presented an opinion from Shields, Silsbee, Ballard and Jennings, attorneys for the Board, relative to the matter of the Military uniform shortage. The opinion recommended that all matters pertaining to these transactions be placed in the hands of the County Prosecutor and that Attorney Ballard and Mr. Wilkins be authorized to furnish the data.

PRESIDENT'S REPORTS

Appointment  
of Hoekzema  
for St.  
Joseph Co.

1. Approval of the appointment of J. R. Hoekzema as County Agricultural Agent for St. Joseph County, effective January 15th and extending until June 30, 1934. Salary is to consist of \$127.50 per month from Agricultural Adjustment Administration funds and \$47.50 per month from State Offset funds.

Appointment  
of Glidden

2. Approval of the appointment of Arthur W. Glidden as County Agricultural Agent for Otsego and Montmorency Counties, replacing H.D. Lakin and L.L. Drake, effective January 15, 1934. Salary to be at the rate of \$1800 per year from Federal Lever funds and \$300 per year from State Offset funds, totalling \$2100.

Travel of  
Mr. Emmons  
to St. Louis  
Missouri

3. Travel authorization with expenses for L.C. Emmons as College representative to attend the annual meeting of the Association of American Colleges in St. Louis, Missouri, January 18th and 19th.

One delegate  
from Ath.  
Dept. to  
attend N.D.  
banquet.  
Dr. Pirnie  
to N.Y.

4. Authorization of expenses of one delegate from the Athletic Department to attend the Notre Dame football banquet in South Bend on January 15th, and round trip mileage for one car.

5. Travel authorization for Dr. M.D. Pirnie to present a paper at the National Game Conference in New York January 20th to 23rd. Expenses not including mileage were authorized, to be defrayed from the Kellogg Endowment Fund.

C.H. Huffman  
Guelph, Ont.  
Hudson, Col-  
umbus, Ohio.  
Anthony to  
Conn.

6. Travel authorization for C.F. Huffman to appear on a research program at Guelph, Ontario; R.S. Hudson to appear on a Farmers' Week program at Columbus, Ohio, and attend an agricultural conference at Purdue University; and E.L. Anthony to deliver two speeches before the State Dairymen's Association of Connecticut. Expenses for all these trips will be defrayed by the organization before which the staff members appear and will not involve an expense to the College.

Report on  
Short Cs. in  
H.E.

7. Report on Short Course in Home Economics to be financed on C. W. A. funds.

J.E. Towne  
to take part  
of vac. Feb.  
Trans. of  
funds in Lib.  
approved.

8. Approval of the request of Jackson E. Towne, Librarian, that he be allowed to take part of his annual vacation in February instead of at the usual time in August.

9. Authorization of the transfer of \$420.00, one-half of the remainder of the salary of Mrs. Bowman (resigned), from the Salaries Account to that of Maintenance and Operation for the purpose of employing a student helper in the position left vacant by Miss Rasmussen's promotion.

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to approve the President's Reports.

Report on  
C.W.A. work

SECRETARY'S REPORT

1. Report of progress on C. W. A. projects.

Report placed on file in the Secretary's Office and a copy handed to each member of the Board.

No report  
re: college  
securities  
in E. L.  
State Bank.

MISCELLANEOUS REPORT

1. Report from Mr. Daane relative to college securities in the East Lansing Bank.

No report.

The meeting adjourned at 12:30.

*R. S. Shaw*  
President

*Herman H. Halladay*  
Secretary